

ACCESS TO RECORDS IN STATE ARCHIVES, cont.



Reference services, cont.

Services provided for a fee:

Photocopies and faxes of documents or finding aids
E-mail for receiving/responding to requests
Typed certified copies or exemplifications No fees have been initiated in last 2 years.

Arrangement and description, cont.

Published finding aids produced by State Archives describe 30% of holdings at record group and 50 % at the series level.

FACILITIES



State Archives Building

(owned by State Archives) Constructed: 1975

Total storage capacity:
22,000 cu. ft.

Percent now occupied:
90%

Will be full within 5 years

No construction planned

Existing environmental controls (ANSI/NFPA standards):
100%
year-round temperature controls

State Records Center

(rented by State Archives)

Constructed: 1992

Total storage capacity: 60,000 cu. ft.

Percent now occupied: 75%

Will be full in 5-10 years

No construction planned Additional facility owned by State Archives is used to house 15% of records center holdings.

Existing environmental controls (ANSI/NFPA standards):
100%year-round temperature controls
0%year-round humidity controls
100%fire detection
100%fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):

No. completed 64(state agencies)
2(local govt officials)

No. of agencies served17(state agencies)
4(local govt officials)

No. of local government units (1992):

149 municipalities 14 special districts

Services to state agencies

Training and consultation
Publications
Micrographics services

Services to local governments:

Training
Publications

State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS



Microfilming activities by State Archives (FY 1994)

Source document microfilming969,926 images
Processing 2,607 rolls
Duplicating 1,586 rolls
28,064 fiche

State Archives provides centralized micrographics services for state government agencies.

State Archives has not experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES



Preservation activities by State Archives (FY 1994)

No activity reported
State Archives does not have a written preservation plan but it does have a written disaster plan.
State Archives does not have a preservation officer nor employs a trained, full-time conservator.
Alaska does not have a statewide preservation plan.

AUTOMATED APPLICATIONS

State Archives **uses the following automation applications:**

Finding aids	Word for Windows 6.0
Accessioning	RBase 4.5
Inventory control	RBase 4.5
Records scheduling	Word for Windows 6.0
Correspondence	Word for Windows 6.0
Bookkeeping	Excel 5.0
Publications	Word for Windows 6.0
Records mgt forms	State Mainframe IBM 3270

Electronic Mail

State Archives can communicate within the agency and with other state government agencies through a government-wide e-mail system. NASIRE reports that Alaska has established a statewide electronic mail standard.

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

Provides security storage for electronic records but has not accessioned any.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1990 statute
Includes e-mail and electronic records.

Public's right to access to government records
provided in 1994 regulation.

Restrictions to specific classes of records
provided, vital statistics may be opened after 50-75 years, no time limits specified for other records.

Permanent paper standards
None

Optical imaging standards
None

Admissibility of microfilm

1994 statute

Admissibility of optical images

Under development

Admissibility of electronic records

1990 statute

Theft/defacement of a public record

1971 statute

Replevin

1971 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Department of Administration; State Archives is active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Telecommunication Information Council; State Archives is active in information policy work.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that integrated electronic access to government information and services is in the planning process; an RFI for kiosk has been issued.

NGA reports that a tracking system enables the governor's office to track appointments to boards and commissions.

SLED: Statewide Library Electronic Doorway telnet://sled.alaska.edu

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

**Records Management Regulations**

[NAGARA Clearinghouse Winter 1995]

Working Group to rewrite general records retention schedules

[NAGARA Clearinghouse Winter 1995]

SHRAB ACTIVITIES



The Alaska SHRAB has a "travel" (pre-planning) grant for 1995-1996.

FOR FURTHER INFORMATION

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Alaska budget and personnel figures also cover

- service to local governments-centralized micrographics,

- preservation microfilming, records center

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

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Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992. Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.